



# CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

**DATE:** October 22, 2008

**POSITION:** **Student Assistant Entry Level, Record Control/Reception**  
Intermittent Temporary Appointment

**SALARY:**

\$1458 - 1558	Student Assistant	Range A
\$1558 - 1675	Student Assistant	Range B
\$1675 - 1799	Student Assistant	Range C
\$1799 - 1941	Student Assistant	Range D

Position Action #89-064

**LOCATION:** **San Jose Office of Appeals**  
160 West Santa Clara Street, Suite 300, San Jose, CA 95113

## POSITION DESCRIPTION:

Under close supervision and in a learner capacity, the entry level Student Assistant (with 0-60 units) will gain familiarization with career possibilities in State employment and will perform specialized project work related to their field of study. As the Student Assistant gains experience, the duties will be modified in accordance with the student's academic progression.

- In a learner capacity, assists in the performance of the technical duties required by the assigned unit and applies appropriate rules and guidelines governing the unit's operations.
- Answers telephone calls, receives and refers parties/visitors, and provides factual information to the public within specific subject matter areas and follows guidelines.
- Uses the computer to create form decisions, standard letters and legal documents, responds to e-mail, taking appropriate action as required, and inputs/retrieves information.
- Receives processes, distributes and dispatches mail, reviews decision for format, makes corrections as needed, copies and mails decisions.
- Duplicates hearing CD's, scans/faxes documents, files and or purges closed cases.

## DESIRABLE QUALIFICATIONS:

Ability to communicate well both orally and in writing; ability to use good judgment in following established policies and procedures; ability to work in a team environment; knowledge and skill with PCs, i.e., Microsoft Word, Excel, etc, excellent attendance and dependability.

## WHO SHOULD APPLY:

Students who are enrolled in an undergraduate program with a minimum of six semester units with a 2.0 GPA or higher in an accredited college or university, the appropriate field of study preferred will be Business Administration, Public Administration, Human Resources Management, Employment Law, Tax Law or other relevant majors. Only the most qualified will be interviewed. **All interested applicants must submit a standard State Application Form STD 678, and a copy of school transcript. Applications received without a school transcript will not be considered.**

## SUBMIT APPLICATION

(Form 678) **CUIAB Administrative Services**, Attn: Ingrid Azvedo, Human Resources Analyst  
2400 Venture Oaks Way, Suite 400, Sacramento, CA 95833

**CONTACT:** For more information about this position contact:  
Susie Valenzuela, Legal Support Supervisor II, at (408) 277-1561

**FINAL FILING:** **November 5, 2008**

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